

## **INSTRUCTIONS FOR PREPARING THE MISSION OPERATIONS ELEMENT (MOE) COST CHARTS (EXHIBITS)**

**RFP NUMBER: 4200180412R--GDI**

### **GENERAL**

**READ THESE INSTRUCTIONS COMPLETELY PRIOR TO OPENING THIS  
FILE AND WORKING IN IT.**

**THEN, READ THE INSTRUCTIONS AGAIN, INCREMENTALLY, AS YOU  
PERFORM EACH STEP.**

This spreadsheet entitled MOE COST CHARTS is provided to offerors to produce the required cost exhibits for this RFP. It also provides cost detail at low levels of the contract Work Breakdown Structure (WBS). This application has been developed to require a minimum amount of data entry. Exhibits A through M will be generated from this application for inclusion with your proposal. A paper (hard) copy, electronic, and stored media copy ie: a CD or DVD, of all data within this application are required to satisfy the instructions of this RFP.

Knowledge of Microsoft Office Excel 2003 or higher and a copy of this software are required to complete this spreadsheet. No other cost data will be acceptable for submittal with this RFP. It is preferred that this application be performed using a PC vs a Mac computer. All Microsoft security updates should be run to ensure protection from viruses. Samples of some of the output of this spreadsheet are included with these instructions. This application contains test data that must be removed prior to entering your proposal data. Steps for this removal are included below. Check values exist throughout this application and are located to the right of each print range. Check values are included to continuously check accuracy throughout the data entering process. The word FORMULA also appears to the right of each print range to increase awareness of formula locations and protect against accidental deletion. Minimal formula development is required by offerors. Minimal copying of existing formulas may be required. See the Exception area below, it may not apply to you.

This spreadsheet is developed following the Work Breakdown Structure (WBS) required for the MOE contract. The tab labeled MOE WBS contains all of the WBSs available for input in this Excel application. It is the intention of the Government to evaluate proposals according to the data supplied by offerors utilizing this WBS only, this spreadsheet, and the requested technical documents. The Government prefers to manage this contract after award, using this WBS. Discussions can take place following award regarding the WBS structure for capture of actual costs if it is deemed necessary and beneficial.

No changes to this WBS will be accepted for this proposal.

## **IMPORTANT BASIC INSTRUCTIONS**

Do not make any changes to this spreadsheet. Do not add, change, hide, protect, or delete any columns, rows, formulas, cell contents, or print ranges. This includes height and width. There are specific instructions for removing test data below.

EXCEPTION – See detailed instructions below regarding application of rates.

Do not write or add any macros in this spreadsheet.

This spreadsheet contains many formulas and links which result in minimal input by the bidders. Consequently, ANY movement or changes to the structure will result in errors.

The WBS is numbered by levels. Level 0 is the entire contract effort. Level I, will be a WBS that has a whole number with a decimal value of 0, for example: 1.0, 2.0, 3.0 etc. Level II, is one that has two digits, with a decimal value greater than 0, for example: 1.1, 2.1, etc. Level III, is one that has three digits, for example: 4.1.1, 4.1.2 etc. Level IV, is one that has four digits, for example: 4.1.2.1 and 4.1.2.2. Level IV is the lowest level of this WBS requested in this cost chart application. The Government is only asking for this proposal to present the cost data for evaluation at the levels provided. Instructions regarding the Basis of Estimate (BOE) are covered in section ???.

Data is required for input at the lowest level of each WBS presented in this application. All levels above the lowest level will automatically calculate. The lowest level for each element of the WBS is not the same. It is recommended that you review the attached WBS to become familiar with the elements and levels prior to entering data.

Labor rates shall be entered using only 2 decimal places. All other data, hours and dollars shall be entered in whole numbers, without decimal places. All cells are formatted to present currency where needed.

Normal Excel rounding will occur in this application and is considered acceptable.

## **IMPORTANT INFORMATION REGARDING GOVERNMENT FISCAL YEAR RATES (GFY)**

All data shall be input referencing only Government Fiscal Years (GFY). The GFY is from October 1 through September 30. Consequently, the labor and burden rates you propose must be converted to GFY.

*When you begin entering data in this spreadsheet the first tab you will use is labeled RATES. However, it is important to understand the functions of the RATE*

*CONVERSION and BURDEN CONVERSION tabs to understand how these tabs work together.*

It is mandatory to provide your firm's rates by GFY. The tab RATE CONVERSION must be used to convert your labor rates to GFY. The tab BURDEN CONVERSION must be used to convert your burden rates to GFY. Test data resides in cells C10 through R109 of the RATE CONVERSION tab. Formulas reside below in cells D114 through R213. These formulas will convert your Contractor Fiscal Year (CFY) rates to GFY rates. This formula area uses the 25% / 75% method for conversion. For example to develop GFY 2008, 25% of calendar year 2007 and 75% of calendar year 2008 will be used. You must remove the test data in cells C10 through R109 and enter your current, approved, unloaded, corporate fiscal year, labor rates. The conversion will occur automatically below. If you use a different fiscal year you must change the percentages in cells B111 and B112 to correctly develop your conversion. Your firms' rates, once converted to GFY rates will automatically cell address to the RATES tab. If your firm's fiscal year is NOT the January 1 through December 31 calendar year, you must still use this RATE CONVERSION tab, but you must edit the percentages to adapt to your year. You must explain your fiscal year dates in the NARRATIVE tab. For example, ABC Company's Fiscal Year is July 1 through June 30.

The BURDEN CONVERSION tab performs the conversion from your firms' fiscal year, CFY, to GFY for all of the burden categories. Follow the same instructions provided for the RATE CONVERSION tab above. Review the instructions in the next paragraph to understand this proposal's composite rate method before you enter any burden data into this tab.

### **IMPORTANT INFORMATION REGARDING CONSOLIDATING LABOR AND BURDEN CATEGORIES**

You are required to consolidate your firms' labor categories into the 7 categories present in this spreadsheet. You are also required to consolidate your firms' burden categories. This will be done in the RATES tab. Do not enter any new categories. All categories provided by the Government do not have to be used. Utilize only those appropriate for your proposal. See the steps below to consolidate your firms' categories to the 7 labor categories to be evaluated for this contract. Burden rates will also be consolidated so that composite Overhead, Fringe, G&A, Materials Handling, Other Burden, Cost of Money (COM), and Fee rates will be applied.

Labor hours are required at the lowest level of the WBS only. Dollars for Travel, Materials, Subcontracts, and Other are required at the lowest level of the WBS only.

### **IMPORTANT INFORMATION REGARDING ADJUSTMENTS**

**The Government understands that there may be numeric adjustments necessary when entering data from corporate estimating systems into this proposal spreadsheet. The adjustment lines are NOT to be used solely to change a proposed**

value that generates from this spreadsheet. They are to be used if the functions of this spreadsheet result in totals, due to compositing, that present values that are NOT what you achieve from your corporate estimating systems. It is anticipated that these lines may not be necessary and/or may not be necessary in all WBSs in the proposal. These lines are not mandatory and are available for use only if deemed necessary. Four lines are provided for entering dollar adjustments. These lines are available for input at the lowest level of the WBS as all other entered data. Any values keyed into the adjustment lines are included in the totals. The adjustment lines available are:

- Adjustments Labor Dollars
- Adjustments Burdened Labor Dollars
- Adjustments ODC Burden
- Adjustments Cost of Money

#### Adjustments Labor Dollars

This line is available for keying in numeric values that may be necessary to achieve your desired, proposed, labor dollar value. Any values keyed in this line must be at the lowest level of the WBS as all other entered data. An explanation of these values must be provided in the NARRATIVE tab. This explanation must include all WBSs that have utilized this adjustment line, the adjustment values by GFY, and rationale for the adjustments. For example if an adjustment is needed due to the use of composite labor categories, the corporate categories involved with that composite must be addressed.

#### Adjustments Burdened Labor Dollars

See instructions above. The explanation for adjustments in this line must include the types of burden involved in the adjustment. For example, if an adjustment value addresses more than one burden category, those categories must be separately identified and the amount of the adjustment for the separate categories must be identified by GFY. A further example is – if the adjustment in GFY 08 is \$100, and \$60 is related to Labor Overhead, and \$40 is related to Misc Burden A, that must be presented in the NARRATIVE tab. Rationale for the adjustment must be provided.

#### Adjustments ODC Burden and Adjustments Cost of Money

Follow instructions above.

### **IMPORTANT INFORMATION ABOUT LABOR CATEGORIES**

You are required to include sample position descriptions in the Cost Volume of this proposal for your labor categories that you have identified within the 7 standard composite labor categories.

If your firm accounts for some labor categories within burden accounts you must explain this in the NARRATIVE tab of this spreadsheet. For example, if your firm accounts for all labor within the Project Management category inside a burden pool, then we would not see any proposed labor hours in the Project Management category. This method must be explained. If your firm accounts for only some labor categories related to Project Management within a burden pool, then, your proposed hours may appear low. This method must be explained.

All labor dollars will automatically calculate based on the data you enter in the RATES tab of this spreadsheet.

### **IMPORTANT INFORMATION REGARDING TEST DATA**

This spreadsheet has been developed using the “test of ones”. It is crucial that you look at each area before and after you input your data to ensure that you remove any “test ones”. If you do not, all cells containing a value of 1, will calculate with your data. The test data is entered at the lowest level of each WBS only and in some of the Exhibits. To remove test data highlight the cells and hit the delete key. Be very careful to not delete formulas. A reminder regarding the test data in the RATES tab of this application resides in Column U.

### **STEPS FOR WORKING IN THE MOE COST CHARTS SPREADSHEET**

Follow these instructions in the sequence provided.

1. Load this spreadsheet to your computer.
2. Make a copy of this file for safe keeping prior to doing any work in this spreadsheet.
3. Once loaded, open file MOE COST CHARTS using Excel 2003 or higher.
4. Place your cursor on the tab that is farthest to the left, entitled RATES. This is the first tab that will be worked on.
5. Go to cell B1 where you will see MOE COST CHARTS. After the word CHARTS, enter one space, then the name of your firm. For example:

MOE COST CHARTS ABC COMPANY

6. Immediately save the file now to the revised filename that includes your company name. To do this enter, file, save as, then type in the save bar:

MOE COST CHARTS ABC COMPANY

This change will cell address to every needed location throughout this application.

7. Make sure that you are working in the newly saved file that includes your company name and not the one that is labeled MOE COST CHARTS. Keep that one for reference.

8. Tab across from cell B1 to cell Q1 and enter your company name. This will cell address to all needed locations.
9. Place cursor in cell Q2 and enter the date you intend to submit your proposal. This will cell address to all needed locations.
10. Starting with cell A10 look around the RATES tab. Starting in Cell A10, enter the narrative that describes each of your firms' labor categories using rows A10 through A109. Enter only one labor category per row. All rows do not have to be complete. The Government has provided 100 lines for your firms' labor categories. Each category you enter in column A will cell address to the RATE CONVERSION tab in the same column and row. Do NOT delete the rates present in the RATES tab. These cells contain formulas that will bring GFY rates in from the RATE CONVERSION tab.

10a. Go to the RATE CONVERSION tab. Following the information in the IMPORTANT BASIC INSTRUCTIONS section above, enter your firms' labor rates, and then view cells D114 to R213 for the conversion of your rates to GFY rates. Save.

10b. Return to the RATES tab. Place your cursor in cell C10. Your converted GFY rates from the RATES CONVERSION tab will be present in cells C10 through Q109.

11. Carefully highlight the contents only of cells A through Q that you do not need and delete the cell contents only. DO NOT DELETE THE ROWS
12. Place your cursor in cell A114. This is the first area where you will cell address any of your labor categories in column A above that you want to consolidate into the Government labor category Project Management. This is the Composite Rate Development area. There is an area like this for each of the standard 7 labor categories identified by the Government for this contract. There are 15 rows available to cell address your firms' categories from above. It is not likely that you will need all 15 rows.
  - 12a. Enter an = sign in cell A114. Then go up in column A to the first labor category from your firm that you want to be consolidated into Project Management. Place your cursor on that category, click, and enter a return. You will have then cell addressed your category into cell A114. You may also use the "edit copy, edit paste" features of Excel to achieve the same result. Look at cells C114 through Q144. These are the cells that will hold your firms rates from above, for the labor categories that you choose to go into Project Management. Place your cursor in column C above for the first labor category you have cell addressed into Project Management. Highlight columns C through Q to get all the rates from GFY 08 to GFY 22. Do edit copy, and then move your cursor to C114, do edit paste. This will bring all of your firms rates down to the right of the first category you have cell addressed into Project Management. Following your firms' labor category that you have cell addressed into cell A114, cell address, or use "edit copy, edit paste" to place your firms' labor rates for GFY08 through GFY22 in cells C114 to

Q114. Make sure you have addressed the correct rates for your labor category that now resides in cell A114. Repeat this process until you have placed all of your intended labor categories and their rates into the Composite Rate Development area for Project Management. A composite or average rate will result for each GFY starting in cell C130 and ending in cell Q130.

12b. Place your cursor in column A below your last labor category. Highlight those rows that you do not need in column A only. Delete only the cell contents that you do not need. Do not delete the rows. Save.

13. Repeat step 12 above for the remaining 6 standard labor categories provided for this contract. Save after each category.

14. Place your cursor in cell A242. This is the Composite Labor Overhead Development area. There are 10 rows available for you to enter various types of labor overhead burdens. This area is NOT for Fringe Benefits. There is a separate area for Fringe Benefits.

14a. Review Step 10 above. The BURDEN CONVERSION tab is available to convert your firms' fiscal year rates to GFY rates. All Labor Overhead categories input in the RATES tab will cell address to the BURDEN CONVERSION tab. Do NOT remove the labor overhead rates you see in cells C242 through Q251.

14b. After you have entered your Labor Overhead Categories in Column A, go to the BURDEN CONVERSION tab. You will see you Labor Overhead Categories have cell addressed from the RATES tab. Enter your firms' approved, fiscal rates for these categories in cells C10 through R19. If your firms' fiscal year is January 1 through December 31, your rates converted to GFY will be present in cells D148 through R157. If your firms' fiscal year is not the January 1 through December 30 calendar year, you must change the percentages in cells B143 and B144. The converted GFY rates will automatically go to the RATES tab in cells C242 through Q251. In the RATES tab, Composite Labor Overhead rates will calculate and reside in cells C253 through Q253. Save.

**IMPORTANT NOTE REGARDING LABOR OVERHEAD: If your firm has a particular overhead account that you do NOT want included in your Composite Labor Overhead Development Rate, it is recommended that you use Misc Burden A or Misc Burden B, for that particular account.**

15. Follow step 14 above for Fringe, Cost of Money (COM), Misc Burden A and Misc Burden B. The Government has added these Misc Burden A & B categories in the event your firm applies other burdens to labor beyond Labor Overhead and Fringe. These burden categories do not have to be used. If you choose to use either or both, type in a narrative description of the type of burden you are using. Do not leave the identifier as Misc Burden A or B. Describe this burden in the NARRATIVE tab. This application will apply the Composite Fringe rate to labor dollars, Composite Labor Overhead to labor dollars plus fringe. If you choose to use Composite Misc A or B it will be applied to labor dollars plus fringe. Save.

16. Follow step 14 above for Materials Handling, Other Direct Costs (ODC) Burden, G&A, Misc Burden C and Misc Burden D. Misc Burdens C & D are provided in the event your firm applies other burdens to the subtotal Burdened Labor and ODC's. These categories do not have to be used. The burdens are calculated as follows: Materials Handling is applied to Hardware/Software/Maintenance. ODC Burden is applied to Subtotal ODC's. G&A is applied to Total Burdened Labor and ODC's. Misc Burdens C and D are applied to Total Burdened Labor and ODC's as is G&A. If your firm does not apply burdens in this manner follow the instructions below for editing formulas and identifying your changes.
17. Save.
18. Starting in cell C395 enter your Fee percentage by GFY.

### **IMPORTANT INFORMATION REGARDING FEE**

The MOE contract is a cost plus award fee /fixed fee contract. The award fee period is from the award date through launch and checkout. Checkout is anticipated to last 3 months after launch. Launch is currently anticipated for July, 2011.. Fee percentages are to be entered in cells C395 through Q395 in the RATES tab. If an offeror proposes fee differently, then an explanation of fee must be provided in the NARRATIVE tab. This explanation must demonstrate the types of fee proposed by GFY, the percentages proposed for each type, by GFY, and the subsequent dollars that are a result of this application of fee, by GFY. Note the formula for application of any fee must be as presented in this application. Fee is to be computed against the Subtotal Cost Through G&A Minus COM. This formula for applying a fee percentage to the fee base must not be changed.

Save. You have completed the work required on the RATES tab.

19. Place your cursor on the tab, WBS 1.0 Management.
20. Go to cell A1. You will see your filename, company name, and date submitted have been cell addressed to this tab. Note that you are in the summary area for WBS 1.0. This area is highlighted light yellow because it is a rollup of the lower level data. You must place your cursor on cell C63 to begin your input. This is WBS 1.1, Project Management. Highlight the area from cell C63 to Q69. This area contains test data of 1 labor hour in each cell. Remove this test data only.
- 21a. Enter your proposed labor hours by standard labor category by GFY. Place your cursor in cell C74. The labor dollars and labor burdens have calculated for your entered labor hours based upon the Composite Rates developed in the RATES tab.

### **STOP AND READ THIS EXCEPTION TO MODIFYING THIS SPREADSHEET.**

Modifications to some formulas may be made if your application of specific rates cannot be performed correctly the way this spreadsheet has been built. For example: If you have a specific Manufacturing Overhead rate that only applies to certain labor categories, you may need to edit formulas. Another example: If your firm applies G&A or other

burdens to the subtotal cost, without an element, such as Materials Handling, you may need to edit formulas.

ANY EDITS MUST BE MADE AT THE LOWEST LEVEL OF EACH WBS ONLY. In WBS 4.0 that is level IV. In WBS 5.0 that is level III. In WBS 1.0, 2.0, 6.0, 7.0, and 8.0 that is level II. In WBS 3.0 data is entered at the level I. This is the lowest level for 3.0.

Currently, all labor dollars are first burdened with fringe. Then labor dollars with fringe, are burdened with labor overhead. If you have used Misc A or B, those are applied to labor dollars plus fringe. If you do not apply labor overhead to all of the labor categories, you must edit that formula to subtract the cells above to remove those categories. If you choose to use Misc Burden A or B, to house a particular type of overhead, for example, Manufacturing Overhead, you must edit the Misc Burden A or B formula to subtract all of the cells above in order to apply the burden to your chosen categories. If your firm does not use a specific fringe rate, but only a labor overhead rate, no edits to formulas are necessary.

Currently G&A and Misc Burdens C and D are applied to the Total Burdened Labor and ODC's. If you do not apply these burdens in this way, you must edit the formulas to remove the areas that should not be included.

Any line that holds a formula that is edited due to rate application must be noted in Column B with the word **ADJUSTED** in bold. All edits must be explained in the NARRATIVE tab to the far right of this application.

Narrative explanation of your application of all burden rates is required with this proposal in the Cost Volume.

### **IMPORTANT NOTE REGARDING THE NARRATIVE TAB**

This tab is ONLY for addressing issues related to this cost chart application. It is NOT an area to enter technical data, or BOE information. It is an area to describe changes you have made to the formulas if any, and to identify your firms' fiscal year.

It is your responsibility to ensure that all of your lowest level WBS's receive the proper edits. If you do edit any formulas for a rate application, you must edit ALL WBSs in the same manner. The summary level WBSs, highlighted light yellow, will calculate automatically. DO NOT make any edits to a summary level WBS. This shading assists in identifying the location of the summary data and as a reminder to NOT make any edits. WBS 3.0 is the only summary that will have data entered into it because it is the lowest level for that WBS. It is not shaded light yellow.

21. Save. Remember that you should still be in the tab labeled WBS 1.0 Management.

22. Place your cursor in cell C94. Highlight the area from cell C94 to Q95. Delete this test data only. Enter the proposed travel and hardware/software/maintenance dollars for this WBS 1.1 by GFY. There is a TRAVEL DETAIL tab and a HARDWARE/SOFTWARE/MAINTENANCE DETAIL tab to the right of where you are in the WBS 1.0 Management tab. It may be helpful to save your work at this point and move to these detail tabs.

## **IMPORTANT INFORMATION REGARDING TRAVEL**

The Government has written the formulas for travel using a 75% per diem rate for the first and last days of each trip. Also, the formula for lodging accounts for the number of days in each trip, understanding that on the last day of the trip, lodging is not required. Test data resides in cells A12 through I12, K12, M12, O12, Q12, and T12. This test data must be highlighted and removed. Note the \*'s in row 8. These indicate the location of formulas. Be careful not to remove the formulas. Once you have removed the test data you must copy row 12 as many times as needed to capture your anticipated travel. Travel costs are to be summarized by the lowest levels of the WBS in this application. You will need to copy the formula for these subtotals to all needed locations after you input your individual trip data. The Government has assumed all trips will be via air. Should you estimate trips via a mode other than air, indicate the mode within the description, for example, Meeting at GSFC (car). The inflation rate column is available to assist in planning travel for years beyond GFY 08. You may cell address the subtotal values by WBS to the travel line of each lowest level WBS or use this detail tab to key in those values. It is understood that some WBSs will have few or no travel rows required while others will have significant rows of data. It is not necessary to subtotal a WBS in the TRAVEL DETAIL tab if it has no proposed travel. Prior to printing use the Page Break Preview command within Print Preview to determine how to best separate your print range. Multiple WBSs may be present on a single page.

## **IMPORTANT INFORMATION REGARDING HARDWARE/SOFTWARE/MAINTENANCE**

The Government understands that many offerors maintain hardware, software and maintenance data in various systems. The detailed data must be provided and summarized by the lowest levels of this WBS. It would be beneficial to update this tab first before entering data at the lowest WBS. The sample provided must be followed as close as possible. If your data can be imported into Excel in this HARDWARE/SOFTWARE/MAINTENANCE tab, that is requested. If not, provide hard copies of the hardware, software and maintenance data from your system and key the data into this application at the lowest levels of the WBS by GFY. You must input the Hardware/Software Description and the Type of Maintenance needed, for example, annual, renewal, quarterly, patch or repair, etc. Enter the hardware data such as computers, servers and peripherals and subtotal by the lowest levels of the WBS by GFY. You must enter a formula to generate these subtotals by GFY (see example in tab). Enter the software data for software products that are purchased for inclusion in this MOE and subtotal by the lowest levels of the WBS. We are assuming that any software that is

developed or mods made to software that is purchased will be captured in your labor hours. Then enter the maintenance data and subtotal by the lowest levels of the WBS. Anticipate prices inflated to the GFY of the purchase. The hardware, software and maintenance values must be combined when input to each low level WBS area. Each low level WBS has one line labeled Hardware/Software/Maintenance that must be populated with data. There is test data in the HARDWARE/SOFTWARE/MAINTENANCE tab that must be removed.

23. The material handling value will calculate based on the Composite Rates developed in the RATES tab.

### **IMPORTANT INFORMATION REGARDING MATERIAL HANDLING**

It is expected that materials handling will include shipping of any hardware and software delivered to us under this contract, however, if your firm does not utilize material handling, shipping costs may show up in “other”. If your firm does not apply material handling to all hardware, software and maintenance, you may need to edit formulas. Follow the steps above for editing formulas.

24. Save.
25. Place your cursor in cell C97. Highlight from C97 to Q98 and delete the test data for subcontracts and other.

### **IMPORTANT INFORMATION REGARDING SUBCONTRACTS**

The SUBCONTRACTOR DETAIL tab is available for you to summarize subcontractor dollars by lowest level WBS. In the SUBCONTRACTOR DETAIL tab, you must enter a formula to generate the total by GFY by the lowest level of the WBS. The total value for subcontractors must be entered in all WBS tabs where you have subcontractor effort, at the lowest level of each WBS. You may cell address these values from the SUBCONTRACTOR DETAIL tab, or key them into each WBS numbered tab.

### **IMPORTANT INFORMATION REGARDING “OTHER” ODC’S**

Examples of items that will be proposed in this category are copying expense, miscellaneous office supplies, and training. ODC’s are costs that are not captured elsewhere in this proposal either directly or indirectly. Costs included in a burden rate are considered “indirect”. Costs proposed outside of a burden rate, for example, travel, are considered “direct”. A tab OTHER ODC DETAIL is provided for you to list all of the Other ODC’s by the lowest level WBS. You must enter a formula to generate subtotals, by GFY, for the lowest levels of the WBS.

26. Subtotal ODC’s, ODC Burden, Burdened ODC’s, and Total Burdened Labor and ODC’s will calculate.

27. The remaining cells in WBS 1.1, G&A, Misc Burdens C and D, Subtotal Cost Through G&A, Cost of Money, Fee on Subtotal Cost Through G&A, and Total Cost Through Fee will calculate.
28. Place your cursor in cell C120. This is WBS 1.2. Follow steps 21 through 26 above and remove test data and input proposed values as you did for WBS 1.1.
29. Place your cursor in cell C177. This is WBS 1.3. Follow steps 21 through 26 above.
30. Save.
31. Place your cursor in cell C6, this is the summary WBS 1.0, which is a Level I, WBS. This WBS 1.0 will be totally populated from your input.
32. Enter file, print preview. The preview of the first page of this tab will appear. The page breaks have been set. If you choose to preview the entire tab before printing, use the page break preview command. This print range will provide a landscape print of each WBS break in this 1.0 tab.
33. Load your printer and enter print, ok. The contents of this tab will print.  
IMPORTANT INFORMATION REGARDING PRINTING: Each tab will page number it's contents. Therefore it is not recommended to print all tabs at once. It is recommended to print each tab when complete. The Government will refer to page numbers as WBS X, Page 1 of X, for example, WBS 1.0 Page 1 of 4.
34. Save.
35. Review the MOE WBS tab to understand the levels on the remaining tabs. WBS 3.0 has only a level I. This is where the data is to be entered. WBS's 2.0, 6.0, 7.0, and 8.0 have only level II's. WBS 5.0 has level III's. WBS 4.0 has level IV,s. Remember your data is input at the lowest level only.
36. Open the tab for WBS 2.0 and follow instructions 21 through 35, understanding that the cell locations are different in each tab.
37. Repeat these steps through WBS 8.0.
38. Save
39. Go to the tab labeled Funding Profile. The test data in the Quarterly Funding, Quarterly Cost, and Quarterly Manpower columns must be highlighted and removed. The Cumulative Funding, Cumulative Cost, and Cumulative Manpower columns will calculate as you enter the Quarterly values. The manpower data must be entered in Full Time Equivalents (FTE's).
40. There are two tabs containing summaries for this contract to the right of the WBS 8.0 tab. These will be printed and submitted as part of your proposal. Follow the order of the Exhibits below to print and submit the paper portion of your proposal. You have been printing Exhibit B throughout this application as you have completed each numbered WBS tab.
41. The final tab is labeled EXTRA NOT IN CONTRACT VALUE. This tab is used to itemize the costs of maintaining the software that is delivered as products for the MOE for the years after launch plus checkout. As launch is currently planned for July 2001 and checkout is estimated to last 3 months. This tab should address your opinion regarding the maintenance costs for software beginning November 2011 forward to the end of the last contract option. This is information for the Government ONLY. These estimates are not to be included in the proposed contract costs for the MOE contract as the Government is not requiring the MOE

contractor to provide this maintenance. . These costs will be born by the Government only and we are asking firms to assist us as they are knowledgeable of the software products that they are developing/providing for the MOE. List by WBS the software tool and the dates of required maintenance/upgrade. For each of these dates, there should be a dollar value under the FY that the maintenance or upgrade will be required.

## **ORDER OF EXHIBITS FOR SUBMISSION OF PROPOSAL**

Exhibit A – Rates: print this from the RATES tab

Exhibit B – Cost Detail for All WBSs: print from each tab 1.0 through 8.0

Exhibit C – Total Summary: print from TOTAL SUMMARY tab

Exhibit D – Summary by Level I WBS: print from SUMMARY BY LEVEL I WBS tab

Exhibit E – Labor Rate Conversion: print from RATE CONVERSION tab

Exhibit F – Burden Rate Conversion: print from BURDEN CONVERSION tab

Exhibit G – Travel Detail: print from the TRAVEL DETAIL tab

Exhibit H – Hardware/Software/Maintenance Detail: print from HARDWARE/SOFTWARE/MAINTENANCE tab or supply from your firms system

Exhibit I – Subcontractor Detail: print from SUBCONTRACTOR DETAIL tab

Exhibit J – Other ODC Detail: print from OTHER ODC DETAIL tab

Exhibit K – Funding Profile: print from FUNDING PROFILE tab

Exhibit L – NARRATIVE tab

Exhibit M – EXTRA NOT IN CONTRACT VALUE tab